



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli - 620 002.

Dr. Mrs. S. VIDHYALAKSHMI, M.Sc., M.Phil., B.Ed., Ph.D.,
Principal

Post Box No. 369
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IT POLICY

We have a legacy of excellence in making our institution one of India's most tech-savvy campuses. This policy empowers our students, teaching staff, non-teaching staff, alumni, and stakeholders. All the members of the institution are expected to uphold and abide by local ordinances and central, state, cyber, copyright laws and applicable international laws and our institute guidelines. Our Institution has entered into legal agreements/contracts for many of our software and network resources, which require each individual using them to comply with those agreements.

Objectives:

- ❖ The objective is to ensure Review and approve the IT business processes.
- ❖ Purchase of IT Infrastructure process as per the approved guidelines.
- ❖ Proper installation of Hardware, Software, and other networking infrastructure.
- ❖ All systems are to be installed with licensed software.
- ❖ Licensed anti-virus to be installed in all hardware.
- ❖ To make IT resources freely available to all stakeholders for academic and research usage.

Services:

- ❖ The IT Team will provide the following IT services

IT Service Delivery

- ❖ It is responsible for providing technical assistance for questions and problems, IT procurement and inventory management, Biometric time attendance, sending bulk emails, writing and editing training/user manuals, and preparing reports to analyze common complaints and problems.
- ❖ Employee onboarding and exit, taking customer feedback, and taking necessary steps to improve the customer experience and satisfaction levels.

System Services

- ❖ It is responsible for Installing, configuring, and testing desktop, and laptop operating systems, application software, monitors, printers, scanners, and first-level network issues as per standard operating procedures and coordinating with the various OEM support teams for support and warranty replacements, IT asset and software license management.

Technology Services

- ❖ Technology It is responsible for planning and implementing IT infrastructure projects, managing campus network, servers, security, VPN, Wi-Fi, Internet, email, and monitoring IT infrastructure. We have network security and monitoring such as Intrusion Detection System Logs, Firewall Logs, User Account Logs, Network Scanning Logs, System Error Logs, Application Logs, Data Backup and Recovery Logs.

BACKUP AND DATA RECOVERY

- ❖ Applications and data are up on a technically practicable schedule suitable to the criticality, integrity, and availability requirements defined by the respective data owners/faculty directorate.





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DATA PROTECTION

- ❖ All sensitive information that is transmitted or received by our institution's computer systems, including mobile devices, are encrypted when transmitted over wireless or Public Networks, including when transmitted via FTP and electronic mail.

Application Services

- ❖ It is responsible for developing and managing the applications required to collect, organize, and analyze the organization's data, and convert them as information to make data-driven decisions.
- ❖ The computing resources at our institution support the educational, instructional, research, and administrative activities of the Institute and the use of these resources is a privilege that is extended to members of the Institution.

Email Services

- ❖ This service ensures that all the communications done by the members of the Institution are appropriate and factual. The communication is to be sent only to the intended recipient /s, and the individual user has the responsibility to ensure that, any communication made through the institution's official email should not contain inappropriate content that affects the brand identity. Official communications should not be forwarded to private/personal email accounts. All E-mail accounts are provided through Google Workspace for education.
- ❖ Our Institution communicates through Email, Website, and Social Media for sending official information concerning academic and administrative purposes only. 1 TB storage is allotted for the Email IDs of Employees, students, departments, services, and clubs.

Computer Lab Policy

- ❖ Our Institution Provides training and guidance to students and staff in IT Computers and Technology. It provides an environment conducive to E-learning and research.
- ❖ Students should wear a college ID card before entering the computer lab.
- ❖ One system will be allotted to one user at a time. Users are not allowed to move/modify/reconfigure any peripherals without the approval of Lab Programmers.
- ❖ Users are not allowed to display or print unwanted/unnecessary explicit graphics.
- ❖ Users should log out after using any lab computer.
- ❖ Students are strictly prohibited from modifying or deleting any important files and installing any software or settings on the computer and they are not allowed to bring Personal Pen Drives, CDs, DVDs, etc.,
- ❖ Based on the prime priority, Students may be requested by the lab in charge, to leave the workstation at any time and students should agree to it.
- ❖ Eating food, drinking, sleeping, conversation, discussion, and loud talking are not permitted in the computer lab.
- ❖ Internet facility is only for educational/study purposes.
- ❖ Bags/handbags/raincoats/casual wear/ shoes will not be allowed. Notebooks will not be allowed on Exam days inside the lab.



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- ❖ Students must keep mobile phones in "Switched Off" mode.

Software Policy

- ❖ The purpose of this Policy is to underline the importance of compliance with software licensing provisions. Our Institution has both a legal and ethical responsibility to prevent unauthorized duplication and distribution and proper usage of each software based on the OEM end-user license agreement (EULA).
- ❖ Our Institution will not permit any employee to use the software in any manner inconsistent with its applicable license agreement, including giving or receiving software from contractors or other 3rd parties. It is the policy that the Faculty / Directorate acquire and distribute software by Purchasing terms and conditions in any license agreement accompanying a particular software product.
- ❖ When permanently disposing of equipment containing storage media, all licensed software must be irretrievably deleted before the equipment is moved off-site or by utilizing an approved 3rd party offsite service.
- ❖ The Institution is bound by its contractual and license agreements respecting certain third-party resources; users are expected to comply with all such agreements when using such
- ❖ resources. "Site licenses" or "floating" network licenses are to be used only for academic and commercial purposes.
- ❖ If the software termed as "open source" or "free" software, or any software that is downloaded, copied, or has been provided by a third party to departments or faculty, must be brought to the notice of the IT Department
- ❖ Original media, license keys, or codes must be maintained and recorded in the IT Software Asset Inventory and Configuration management database by the respective faculty/directorate.

P. VIDHYALAKSHMI

PRINCIPAL

Shrimati Indira Gandhi College

Tiruchirappalli-2.

